

# DeVries Facility Rental Agreement

Thank you for choosing DeVries Nature Conservancy as the venue for your event! Please read this document carefully to familiarize yourself with our rental procedures, terms, and fees.

## Rental Fees

Rates	Regular (hourly/daily)	Nonprofit (hourly/daily)
Weekdays	\$20/\$100	\$10/\$50
Weekends & Evenings	\$30/\$150	\$15/\$75

## Procedures and Terms

1. A signed rental agreement and minimum 20% down payment are required to hold your reservation.
2. Payment in full is due at least 30 days in advance of rental.
3. A 20% cancellation fee is charged for cancellations made 48 hours or fewer from the rental date.
4. It is the renter's responsibility to set up for the event, clean up afterward, and return everything to its original condition, *which includes the removal of ALL trash from the premises*. We allow 24 hours before and after the event date to do so. Set-up and clean-up outside this period is billed at \$30/hour. Note that there is no dumpster on site.
5. A refundable damage deposit of \$100 is required for all general rentals. The renter is responsible for the cost of any repairs and/or cleaning needed as a result of the rental.
6. No smoking or alcohol is permitted anywhere on the property, at any time.
7. Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after event.
8. A projector is available to rent for \$5, and a grille for \$10. We can provide one golf cart for event use at no extra charge if it is needed, such as to transport attendees with special health issues. The cart seats 4.
9. Please contact us if you are planning a children's event to include an educational demonstration or some other form of staff participation.
10. Let us know if you plan to use a fireplace or fire pit, since it is the responsibility of DeVries staff to stock it with wood, prepare it for use and make it safe afterwards. Make note on this form of when you want it to be ready and when we can shut it down.
11. Any special accommodations must be requested in advance and approved by DeVries staff.
12. Please notify us in advance of any changes to your event schedule.

## Event Schedule

Date	Start Time	End Time	Fee
Set-up			
Event			
Clean-up			
Non-refundable 20% down payment			_____
Refundable damage deposit			\$100
Additional fees			_____
Total amount due			_____

Name of event \_\_\_\_\_ Number of attendees \_\_\_\_\_  
 Contact person \_\_\_\_\_ Phone number \_\_\_\_\_ Alt. number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Email \_\_\_\_\_ Using a fireplace/fire pit? \_\_\_\_\_  
 In acceptance of these rates and terms: Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

-----office use only-----

PAYMENT: Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount paid \$ \_\_\_\_\_  
 PAYMENT: Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount paid \$ \_\_\_\_\_



[www.devriesnature.org](http://www.devriesnature.org)

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